

County Plans and Reporting Requirements Substance Abuse and Crime Prevention Act of 2000 (SACPA)

Revised 7/15/03

Date Due	Report Name and Title 9 CCR §	Period Covered	Type of Information to be Reported Through the SACPA Information Reporting System (SRIS)
January 31	Biannual Program Reports: - Actual Expenditures - Other Services Client Counts - Other Services Waiting List Counts - SATTA (SB 223) Data §9535(b)(1)	July 1 – Dec. 31 of the previous year	Expenditures – Summarizes (no provider detail) actual county expenditures for the previous six months by county entity and service/activity type. Data reported parallels planned expenditures in the county plan. Other Services Client Counts – Reports number and characteristics of clients receiving other services in addition to drug treatment. Other Services Waiting List Counts – Reports waiting list client counts for other services. SATTA (SB 223) Data – Expenditures for drug testing and other purposes; #'s of clients tested and # tests administered.
May 1	SACPA County Plan §9515	July 1 – June 30 (for the next fiscal year)	County Narrative Plan Section – Plan Questions and Plan Description Files. Planned Expenditures: Entity – Drug Treatment, Other Services, and Criminal Justice line item dollar amounts. Planned Expenditures: Service/Activity – Drug Treatment, Other Services, and Case Management Activities line item dollar amounts. Capacity Planning – #'s of existing, planned additional, and total planned capacity for Drug Treatment (non-residential/outpatient, residential) and Other Services. Client Projections – Projected #'s of clients by referral source (parole authority or court/probation) and within service type. SATTA (SB 223) Data – Planned expenditures for drug testing and other purposes; projected #'s of clients to be tested and # tests to be administered.
July 31	Biannual Program Reports	July 1 – June 30	Same as January 31 (see previous) but covers full fiscal year.
September 30	Annual Financial Status Report §9535(d)(3)	Covers the preceding fiscal year (July 1 – June 30)	Summarizes the county's trust fund transactions on a modified accrual basis for the state fiscal year including actual excess funds carryover.

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As needed	Updates to County Plan §9515(e)	10% or greater shift of funds	An update to the county plan must be submitted whenever the county makes a singular or cumulative shift of 10% or more between county entities, types of services, or direct and administrative costs (e.g., between services and probation)

Record Keeping and Retention

§9535(e)	The county shall retain all records documenting use of funds for a period of five years from the end of the fiscal year or until completion of the Department's annual audit and resolution of any resulting audit issues if the audit is not resolved within five years .
§9535(f)	The county shall include the record keeping and reporting requirements established in this regulation in every agreement for services to implement the Act.